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UNITED STATES DEPARTMENT OF AGRICULTURE  
Commodity Stabilization Service  
WASHINGTON 25, D. C.

May 31, 1956

To: All Employees - Fiscal Division, CSS

From: J. J. Somers, Director, Fiscal Division, CSS, and Controller, CCC

Subject: Reorganization of the Fiscal Division

In accordance with the last paragraph of my memorandum of May 16, 1956, regarding the reorganization of the Fiscal Division, attached are, (1) a brief description of the functions of each Branch and Staff Office of the Division and (2) a list by organizational groups of all employees of the Division. Also attached is a chart of the Division showing the Branches and Staff Offices and the names of Group Leaders, Branch Chiefs, Section Heads, and other key personnel.

The work of the Division is divided into three main areas of activity, with a Deputy Director responsible for the administrative and technical supervision of each such area. Mr. Gibb is responsible for the work of the Claims Branch and the Financing Operations Branch. Mr. Kelly is responsible for the work of the Appropriation Control Branch, the Washington and Denver Field Offices, and that part of the Technical Staff assigned to appropriated funds. Mr. Vaughan is responsible for the work of the Corporate Control Branch, the Financial Analysis Branch, and that part of the Technical Staff assigned to CCC.

In the Branches and Field Offices of the Fiscal Division the order of supervisory responsibility progresses from the Unit Head to the Section Head, to the Branch Chief, to the appropriate Deputy Director, to the Director. In the Technical Staff, the order of supervisory responsibility progresses from the Group Leader to the appropriate Deputy Director, to the Director.

It is believed that this organizational pattern is consistent with the general principles that areas of responsibility should be delineated as clearly as possible and that definite lines of authority should be established.

Each employee of the Division should be familiar generally with the functions and responsibilities of the various Branches and staff groups of the Division in order to understand clearly the part his job plays in accomplishing the work of the Division. In this connection, I urge each of you to study the attachments to this memorandum.

The activities and responsibilities of the Fiscal Division are diverse and voluminous and the problems and suggestions arising in one organizational unit in the Division frequently affect the work for which another part of the Division is responsible. It is important, therefore, that all problems and

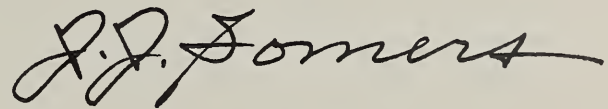




2-All Employees - Fiscal Division, CSS

suggestions be brought to the attention of the person having the responsibility for the activity affected. Any questions, suggestions or problems - either administrative or operational - which any employee may have should be discussed initially with his immediate supervisor who will see that the subject is brought to the attention of the proper person through normal channels of responsibility. Any questions or problems which do not receive prompt attention may be discussed with the Administrative Officer or myself.

All employees should feel free to discuss with me any personal problem regarding his or her work.

A handwritten signature in dark ink, appearing to read "J.D. Somers". The signature is fluid and cursive, with a long horizontal stroke at the end.

Attachments





## OFFICE OF THE DIRECTOR

The members of the Office of the Director and their respective administrative and functional responsibilities are as follows:

J. J. Somers, Director, is responsible for the over-all administration and operations of the Fiscal Division and serves as Controller, Commodity Credit Corporation.

R. Gibb, Deputy Director in Charge of Finance and Treasurer, Commodity Credit Corporation, is responsible for the administrative supervision of the Claims and Financing Operations Branches of the Fiscal Division. As Treasurer of Commodity Credit Corporation (CCC), he is responsible for the custody, safekeeping, and disbursement of all funds of the Corporation and for designating qualified persons to authorize disbursement of CCC funds. He is responsible for the general financing operations of the CCC and for approving financial arrangements under sales programs of CCC. He coordinates and gives general supervision to the Claims activities relating to programs of CCC. As Deputy Director in charge of Finance, he is responsible for reviewing the policies and operations of Commodity Stabilization Services (CSS) and CCC relating to contracts with emphasis on fiscal considerations and program claims prevention. He formulates policies relating to the collection of amounts owing to CSS and CCC and coordinates and gives general supervision to the program claims activities of CSS. He participates with the Director in the general administration of the Division.

W. R. Kelly, Deputy Director, Chief Accountant Commodity Stabilization Service, and Assistant Chief Accountant Commodity Credit Corporation, is responsible for the administrative supervision of that part of the Technical Staff assigned to appropriated program funds and Commodity Credit Corporation (CCC) administrative expense funds, the Appropriation Control Branch and the Washington and Denver Field Offices. As Chief Accountant, Commodity Stabilization Service (CSS), he provides guidance and technical assistance to the Chiefs of the Field Offices, the Chief of the Appropriation Control Branch and the Technical Staff assigned to appropriated-fund activities, Fiscal Division, and to the Directors of CSS Commodity Offices, representatives of ASC State and county committees, and other officials and agents of CSS and CCC with respect to CSS and CCC fiscal matters. He participates with the Director in the general administration of the Division.

J. W. Vaughan, Deputy Director in Charge of Accounting and Chief Accountant, Commodity Credit Corporation, is responsible for the administrative supervision of that part of the Technical Staff assigned to Commodity Credit Corporation (CCC) programs, the Corporate Control and Financial Analysis Branches of the Fiscal Division. As Chief Accountant, CCC, he provides guidance and technical assistance to the Chief, Corporate Control Branch, the Chief, Financial Analysis Branch, Fiscal Division, Directors of CSS Commodity Offices, representatives of ASC State





## 2-All Employees

and county committees, other officials of CCC and CSS, and officials of Federal Reserve Banks, banks for cooperatives, peanut associations, and various other agencies of CCC, with respect to CCC fiscal systems, methods, procedures and related operations. He participates with the Director in the general administration of the Division.

Harry B. Wirin, Assistant to the Director and Assistant Treasurer, Commodity Credit Corporation. As Assistant to the Director participates with the Director and other members of his staff in over-all policy formulation and program development. He formulates, develops, and recommends new programs and policies and desirable policy changes in existing programs which affect other agencies of the Government, private trade groups and financial institutions and which involve an unusual degree of coordinated effort on the part of top level officials and staff committees of such agencies, trade groups and banking institutions to determine the acceptability of such policies and programs, taking into consideration the effect upon private enterprise and upon over-all financial and economic policies and programs of the Government. As Assistant Treasurer, Commodity Credit Corporation (CCC), he serves as Acting Treasurer, CCC, in the absence or unavailability of the Treasurer. He assists the Director on matters affecting internal Division administration.

F. J. Becker, Administrative Officer, is responsible for the administrative supervision of the Service Unit, Fiscal Division, and for the formulation, development and execution of basic and operational policies or plans, and related procedures, forms, and instructions which are designed to assist the Director in the coordination, integration and operation of the administrative activities of the Division. He reviews divisional and office administrative operation requirements to determine adequacy of allotted funds to meet the workload, observes available space and equipment allotment and utilization and fixes minimum office requirements therefor. In collaboration with operating officials, he is responsible for recruitment of adequate personnel for staffing of the Division; prepares and supervises the preparation of consolidated Fiscal Division budget estimates including justifications; processes requests for initial fund allotments or adjustments in allotted funds for the Division; and establishes and supervises the maintenance of budgetary memorandum allotment controls to prevent over-obligations or over-expenditures by the Division. He supervises record management operations of the Division.

The Service Unit of this office, under R. L. Paxton, Head, maintains the files, distributes and picks up mail, and furnishes messenger service for the Division.

### TECHNICAL STAFF

Develops and recommends CSS and CCC fiscal policies, collaborates with and advises officials of CSS and officers of CCC in the formulation of major plans and policies to insure progressive fiscal and financial practices and procedures; develops charts of accounts, systems, methods and procedures for use throughout CSS and by agents and others financed by CSS and CCC funds; supervises the installation of prescribed accounting



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systems, methods, procedures, and fiscal operations in CSS and ASC offices and assists such offices (Washington and Field) with fiscal problems.

#### CCC PROGRAM ACCOUNTING - Reporting to J. W. Vaughan, Deputy Director

##### Book, A. B., Group Leader

This group is responsible for accounting systems and procedures for cottonseed and cottonseed products, peanuts, wool, naval stores and tobacco.

##### Dow, F. E., Group Leader

This group is responsible for accounting systems and procedures for grain commodities and CCC storage structures and equipment.

##### Elsberry, D. G., Group Leader

This group is responsible for research and development work in connection with new types of mechanical equipment and further application of work to existing equipment, including technical assistance to Commodity Offices and coordination of Commodity Office activities in that field.

##### Glover, E. E., Group Leader

This group is responsible for fiscal matters pertaining to dockets and retention and disposition of fiscal records.

##### Livingston, M. R., Group Leader

This group is responsible for accounting systems and procedures for CCC collections, sight drafts, invoicing and storage facilities and equipment loans.

##### Warman, F. C., Group Leader

This group is responsible for accounting systems and procedures for cotton, processed commodities, bulk oils (except cottonseed oil) and emergency programs.

#### APPROPRIATED FUND ACCOUNTING - Reporting to W. R. Kelly, Deputy Director

##### Smart, Thomas, Group Leader

This group is responsible for accounting systems and procedures for all programs involving appropriated funds. Group Leader is also responsible for coordination in CSS of the review of all GAO audit findings.





APPROPRIATION CONTROL BRANCH

A. J. McCollum, Chief

Maintains the accounts for the control of appropriated and other funds of CSS including CCC administrative expense funds; prepares financial reports and statistical statements covering CSS operations; prepares billings against other government agencies and non-government agencies; reviews and reconciles Treasury Department statements with the cash control accounts; audits, processes claims, and maintains accounts pertaining to International Cooperation Administration funds, and prepares reports of all such activity.

Financial Reports and Reconciliation Section - Responsible for initiating and developing such operating procedures and methods as are required in reporting on financial transactions for appropriated funds; recommends and collaborates in the development and preparation of operating and reporting instructions and procedures and furnishes advice and guidance within such instructions and procedures for use by Washington divisions and offices of CSS and field offices of CSS where functions of this section are involved; collaborates in the establishment of requirements for preparation and submission of various financial and statistical reports; prepares periodic consolidated reports relative to the status of all CSS funds including administrative expense funds of CCC; reviews financial reports and statements covering operations of CSS submitted by field offices to determine that data are adequately, properly and effectively presented; reconciles accounts, cash balances pertaining to CSS appropriated funds including CCC administrative expense funds with general ledger control accounts.

Accounting Control Section - Responsible for operation of accounting systems designed for the fiscal and budgetary control of all funds assigned; devises accounting and operational procedures for use within the section; recommends and collaborates in the initiation, development, and preparation of operating instructions and procedures and furnishes advice and guidance within such instructions and procedures for use by Washington and field offices of CSS where functions of the section are involved; installs and maintains allotment and general ledgers including subsidiary ledgers as are required for the control of all CSS funds and CCC administrative expense funds; determines the appropriate application or allocation of certain collections deposited in Washington pertaining to all CSS funds and maintains necessary supporting records and files; reviews documents to determine indebtedness and prepares billings against CSS funds and other Government agencies; conducts voucher audit of payments made under certain centralized programs financed by appropriated funds; maintains complete records and accounts covering purchases of commodities by ICA and other specialized export programs which are financed by appropriated funds; prepares from allotment and general ledger accounts periodic reports and financial statements relating to status of appropriated and other funds for utilization in the development and consolidation of financial data pertaining to operation and administration of all CSS





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funds including CCC administrative expense funds.

### CLAIMS BRANCH

M. L. Johnson, Acting Chief

Develops and recommends policies and procedures for handling, recording and reporting of program claims by and against CSS and CCC; reviews contracting practices and develops and recommends policies relating to contract activities of CCC and CSS, including development of standard contract provisions; plans and conducts surveys of claims operations within CSS and ASC offices to determine that established policies and prescribed procedures are followed, understood and effective; investigates reported or suspected instances of failure to properly perform claims functions, and assists such offices in claims matters; responsible for the review, analysis and recommendations in connection with all program claims where action by the Vice President, CCC, is required or requested; acts as the focal point for handling requests for information in connection with any litigation or proposed litigation involving program claims by and against CSS and CCC; prepares determinations on all program claims for which the Fiscal Division has responsibility and on tort claims in excess of \$1,000; participates in settlement negotiations of program claims; reviews all claims determinations prepared by Washington Divisions to ascertain that they conform with contract provisions, administrative requirements, rules, laws, regulations and policies; reviews program claims operations to determine causes for claims and recommends remedial action; serves as focal point for fiscal review and clearance of proposed program announcements, contracts, etc., for the purchase, sale or processing of commodities; reviews and analyzes reports affecting Washington operations and reports dealing with claims and contracting operations of CCC and CSS, and initiates requests for audits and investigations where the analysis of claims indicates potential violation of criminal or civil fraud statutes or where additional facts are required; responsible for ascertaining that all claims by and against CCC and appropriated program fund claims of CSS for which the Fiscal Division is responsible are properly established in the accounts; effects collection of amounts due through issuance of "letters of demand" and set-offs; establishes and adjusts reserves carried in the accounts of the Washington Office; coordinates claims reporting requirements of CSS Commodity and ASC state offices and prepares various nation-wide claims status and activities reports for the use of various organizational units of CSS, officials of CCC and Members of Congress; and works with the General Accounting Office on exceptions taken in connection with the re-audit of CCC freight charges and the post-audit of freight charges paid from appropriated program funds and, where appropriate, certifies vouchers and prepares schedules of disbursement covering voucher and claim payments.



CORPORATE CONTROL BRANCH

C. M. Hisle, Jr., Chief

The Corporate Control Branch operates and maintains a system of Central Office accounts for the control of the assets and liabilities of the Commodity Credit Corporation; maintains the corporate accounts in which are recorded the transactions which take place in Washington office or require control on a national basis; establishes, in collaboration with commodity divisions of CSS, valuation reserves; prepares billings to reimburse CCC; examines and processes documents to effect refunds; determines and controls the application or allocation to appropriate accounts of CCC collections made in Washington; makes reconciliations of various inter-office and control accounts; examines and approves invoices and related documents in connection with the acquisition of strategic and critical materials, reviews financial reports and statements relating to CCC operations and prepares periodic consolidated reports and statements reflecting the financial condition and operating results of CCC.

Accounting Control Section - This Section operates and maintains a system of Central Office accounts for the control of the assets and liabilities of CCC; maintains accounts for capital funds of CCC, including foreign currencies, and for inventories of strategic and critical materials, receivables due from the Congress, borrowings from the Treasury, transactions which take place in Washington office, and other assets, liabilities and transactions which require control on a national basis; in collaboration with other Divisions of CSS establishes valuation reserves to cover estimated losses in the disposition of commodities held in loans, inventories or under contract to purchase; makes periodic reconciliations of various accounts, including the inter-office accounts, cash accounts and CCC inventory accounts for strategic and critical materials held in custody by GSA; makes reviews and takes necessary action on audit reports relating to audits of central office accounts, peanut associations and tobacco associations; determines and controls the application or allocation to appropriate accounts of Washington office collections pertaining to capital funds; performs voucher audit of payments to fiscal agents of CCC and to others including classification and certification of the charges and maintains necessary records in connection therewith; examines and approves invoices and related documents submitted by contractors in connection with delivery of strategic, critical and other materials.

Financial Reports Section - The Financial Reports Section is responsible for the preparation of the monthly Report of Financial Condition and Operations of the Commodity Credit Corporation, other reports required by existing regulations covering Governmental Corporations and special reports as required for management, by the Congress and other Government Agencies. In addition, this section recommends and collaborates in the initiation, development and preparation of operating instructions and renders assistance in the establishment of requirements for preparation and submission of various financial and statistical reports to be prepared by field offices and fiscal agents.







FINANCIAL ANALYSIS BRANCH

T. S. Thornburg, Chief

Conducts continuing analyses of financial and operating data to determine that program results are adequately and effectively presented and that sound financial and management policies are being followed; reviews programs and program operations to determine and interpret financial results; establishes requirements for the preparation of basic financial and related reports; prepares analytical reports, summaries and statements; reviews and approves financial and operating reports prior to release and prepares narrative information for inclusion in such reports; provides background and supporting information for use in preparation and presentation of CCC budget; assists the Treasury Appraisal Committee in the annual appraisal of CCC assets and liabilities; develops and recommends policies with respect to all aspects of CCC financing and provides information and advice as to the effectiveness of financing methods; maintains current and continuing statistics on CSS-CCC operations and disseminates information based on these statistics.

FINANCING OPERATIONS BRANCH

F. D. Branchley - Chief and Assistant Treasurer, CCC

Financial Arrangements - Reviews and gives fiscal clearance on Purchase Authorizations (involving sales for foreign currencies), barter contracts, credit sales agreements, and other programs which require special financial arrangements. Issues instructions for providing and handling financial coverage or protection for CCC programs through letters of credit, bonds, cashiers' checks, delivery of strategic materials, or other materials, and authorizes release of such coverage. Issues letters of commitment to U. S. banks financing sales for foreign currencies under provisions of P. L. 480. Records transactions reflecting foreign currency deposits, and prepares reports of the status of such deposits. Furnishes advice and guidance regarding financial arrangements and requirements on CCC programs.

Corporate Financing - Disburses capital funds for Washington Office. Receives and deposits cash; Reconciles cash position. Negotiates borrowing arrangements with Treasury and banks. Estimates cash needs of CCC for purpose of determining fund availability. Develops lending agency and similar agreements and contracts. Negotiates interest rates and other compensation with lending agencies and others. Sells notes and trade acceptances. Develops and conducts special financing programs (e.g., sale of Certificates of Interest). Negotiates with surety companies for fidelity bonds on employees and assumes responsibility for procedures and operations thereunder.

Sales Pricing - Formulates and recommends sales pricing policy and procedures of CCC. Develops and recommends sales pricing mark-up factors for use in CCC sales pricing. Develops and installs or assists in installing



## 8-All Employees

sales pricing systems. Serves as focal point for coordination of sales pricing activities of CCC. Furnishes technical assistance and advice in development of sales prices and procedures. Develops and furnishes sales prices, estimated cost data and program or transaction valuations for use in negotiating sales, or obtaining, or assuring adequacy of, cash advances or commitments.

### FIELD OFFICES

Washington, D. C. - J. A. Smallwood, Chief  
Denver, Colo. - J. W. Harvey, Jr., Chief

Operates accounting systems to control appropriated and other funds available to CSS for area serviced. Prepares payroll and maintains accounts reflecting individual employee's gross earnings and all deductions such as taxes, retirement, etc.; interprets leave, tax, and retirement regulations; examines and certifies all vouchers, etc., chargeable to administrative-expense funds; analyzes investigation reports covering irregular activities of CSS employees to determine fiscal liability and take action to recover losses; makes determinations involving claims of creditors against administrative funds; in connection with field work, interprets regulations, policies and procedures, reviews operations of field offices from reports and by personal visits, and obtains corrective action where necessary.

Accounting Section - Operates system of accounts; allotment ledgers; general ledgers; reviews financial reports from field offices; prepares financial statements; reconciles various accounts

Examination Section - Examines travel, miscellaneous and transportation vouchers prior to payment; prepares bills against other agencies, funds and commercial concerns; controls travel advances; accountability records for TR's; evaluates and processes fiscal irregularity cases; advises offices serviced on application of regulations.

Employee Accounts Section - Processes payroll; maintains detailed records on employee earnings and deductions (Federal tax, FICA, bonds, insurance, States taxes, retirement, and other); prepares reports on deductions; audits Time and Attendance reports; interprets payroll and leave regulations; processes requests for data on unemployment insurance.

### LIST OF EMPLOYEES, FISCAL DIVISION, CSS BY ORGANIZATIONAL GROUPS

<u>NAME</u>	<u>OFFICE OF THE DIRECTOR</u>	<u>ROOM</u>	<u>PHONE</u>
Somers, J. J. Director and Controller, CCC		6096	6163
Smither, Margaret N. Administrative Assistant			
	and Secretary to the Director	"	6163
Blanken, Joan H.		"	6163





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<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Gibb, R., Deputy Director and Treasurer, CCC	6092	3770
Sweeney, Veronica P., Secretary	6092	3770
Kelly, W. R., Deputy Director and Chief Accountant, CSS	6712	2281
Hyde, Rose A., Secretary	6712	2281-4206
Vaughan, J. W. Deputy Director and Chief Accountant, CCC	6095	3553
Gray, Elizabeth M., Secretary	6095	3553-2447
Wirin, Harry B., Staff Assistant Treasurer, CCC	6092	4885
Odom, Virginia P., Secretary	6092	4885
Becker, Francis J., Administrative Officer	6719	3363
Wyne, Pauline M.	6719	3363

### Service Unit

Paxton, Russel L., Head	6716	4759-2864
Redd, James H., Assistant Head	6716	2864
Williams, Othaniel W.	6716	4759-2864
Coates, George R.	6716	2864
Clarke, Calvin V.	6716	2864
Holmes, Henry L.	6716	2864
Sumner, Mervin S.	6716	2864

### TECHNICAL STAFF PERSONNEL

#### CCC Program Accounting

Vaughan, J. W., Deputy Director and Chief Accountant, CCC	6095	3553
Gray, Elizabeth M., Secretary	6095	3553
Book, A. B., Group Leader	6702	6385
Henderson, Nora L., Secretary	6099	6385
Wnuczek, J. J.	6704	6385
Kasoff, F.	6704	6385
Kendrick, T. W., Jr.	6704	6385
Dow, F. E., Group Leader	6083	5143-4878
Otte, Anna C., Secretary	6083	5143-4878
Ensley, B. D.	6085	5143-4878
Floyd, E. B.	6086	4878-5143
Wood, W. W.	6087	4878-5143





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<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Elsberry, D. G., Group Leader	6081	3092
Bothwell, Ruby N., Secretary	6081	3092
Glover, E. E., Group Leader	6088	4501
Gerber, Carrie	6088	4501
Livingston, M. R., Group Leader	6089	3245
Cole, Patricia H., Secretary	6089	3245
Nicholson, H.	6087A	3245
Little, J. C., Jr.	6087A	3245
Warman, F. D., Group Leader	6093	2447-2861
Persinger, Carol S., Secretary	6095	2447-2861
Hostrop, R. W.	6093	2447-2861
Kwapich, F. J.	6091	2447-2861
Dyke, R. E.	6091	2447-2861

## Appropriated Funds Accounting

Kelly, W. R., Deputy Director and Chief Accountant, CSS	6712	2281-4206
Hyde, Rose A. D., Secretary	6712	2281-4206
Smart, Thomas, Group Leader	6712	4206-4207
Wade, Elizabeth E., Secretary	6712	4206-4207
Wise, C. E.	6725	2904
Ballard, F. A.	6723	4911-3869
Davies, D. L.	6721	3051-2453
Guy, F. F.	6721	2453-3051
Lundburg, C. W.	6723	3869-4911
Reid, Lewis	6727	2721
Rogers, Erma R.	6727	2722
Runner, Verl	6723	3869-4911
Nordlie, L. T.	6727	3889
Davis, Ruth	6721	2453-2051
Walker, Dorothy	6725	2904

## APPROPRIATION CONTROL BRANCH

### Office of the Chief

McCollum, Andrew J., Chief	6734	3509-4093
Solomon, Rose S., Secretary	6734	3509-4093
Bauer, William J., Assistant Chief	6724	3082

### Financial Reports and Reconciliation Section

Mroccka, Joseph A., Head	6724	4567-68
DeSimone, Ralph F., Assistant Head	6724	4567-68



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<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Pillow, John D.	6724	4567-68
Pritchard, Sue	6724	4567-68
Carleton, Gladine	6724	4567-68
Sanford, Edna M.	6724	4567-68
Search, Lorraine S.	6724	4567-68

### Accounting Control Section

Williams, William W., Head	6738	4900-4991
Tripp, Hilda N., Assistant Head	6738	4900-4991
Bartlett, George F.	6738	4900-4991
Lessane, Frances M.	6738	4900-4991
Eckert, Mildred D.	6738	4900-4991
Smith, John H.	6738	4900-4991

### CLAIMS BRANCH

Johnson, Maxwell L., Acting Chief	6632	4083
Hodges, Dorothy, Secretary	6634	4083
Hankes, Francis H., Assistant Chief	6636	4083
Pickering, Florence H., Secretary	6634	4083
Ankers, Hatcher H.	6622	4856
Bell, Dwight E.	6629	5209
Busby, Rosa Lee	6630	4248
Cohen, Albert A.	6624	4048
Davis, Jean M.	6628	4248
Dietsch, Emil F., Jr.	6624	4048
Eason, Oren T.	6620	5415
Epley, Claudia V.	6629	4966
Faison, Jesse L.	6629	5209
Gromen, Norman J.	6631	4083
Gross, Patricia Ann	6628	4248
Gruebele, Edna M.	6640	4311
Hoy, Otto O.	6629	4966
Humphrey, Margaret F.	6628	4248
Kinney, Ann	6622	4856
Lewis, Kenneth N.	6622	4856
Lusby, Gladys C.	6620	4949
Mallory, Gloria E.	6624	4048
Parker, Ralph W.	6630	4248
Pello, Raymond W.	6640	4311
Pinkerton, Mabel E.	6630	4248
Santino, Vincent J.	6638	4311
Strite, Lucile	6630	4248
Twyne, Pearl	6624	4048
White, Dewey D.	6638	4311
Williamson, James A.	5620	4949



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CORPORATE CONTROL BRANCH

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
<u>Office of the Chief</u>		
Hisle, Clinton M., Jr., Chief	6758	2382-4146
Holden, Elizabeth, Secretary	6761	2382-4146
Walter, John L., Jr.	6760	3971
<u>Accounting Control Section</u>		
Dickerson, Claude A., Head	6763	6261-6262
Kerley, Elizabeth M., Secretary	6761	6261-6262
Learmouth, Meade, Assistant Head	6977	2451
Barfoot, Russell S.	6977	3981-3982
Boles, Mary A.	6768	3981-3982
Dahl, Mary E.	6764	2090
DeCenzo, Joseph L.	6758	3971-3972
Diamant, Sara R.	6758	3971-3972
Falcinelli, Alfred A.	6764	2090
Gorgovits, Carl	6750	6567-6569
Greenwood, LeRoy G.	6758	3971-3972
Harley, Sarah M.	6768	3981
Humphrey, Elmer W.	6768	3981-3982
Knapik, John P.	6752	6560-6561
McDonough, Joseph J.	6756	6562
Parsons, Winston R., Jr.	6752	6567-6569
Pohlig, Carl H.	6750	6567-6569
Reynolds, Arthur G.	6768	3981-3982
Shorb, Rudolph E.	6768	2090
Sumpter, Rosa L.	6764	2090
Tocknell, Charles A.	6748	6567-6569
Waters, Peggy C.	6758	3971
<u>Financial Reports Section</u>		
Goldstein, Herman R., Head	6963	3765-2142
Tewes, Clara, Secretary	6965	3765-2142
Grainger, C. Herbert, Assistant Head	6965	2142-3765
Astalos, Paul M.	6975	2529
Frasier, John W.	6969	6563-2529
Gallagher, William B.	6971	2529
Henderson, George P., Jr.	6971	5909
Love, D. W.	6975	5909
McAlpine, Grace R.	6967	2142-3765
McMahon, Charles G.	6969	5820-5909
Pagnotta, Grace G.	6971	5820-5909
West, Donald R.	6971	5909





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FINANCIAL ANALYSIS BRANCH

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Thornburg, Thomas S., Chief	6711	2052-5007
Kranz, Mrs. Janet B., Secretary	6715	2052-5007
Parker, Gordon W., Asst. Chief	6711	2052-5007
Kaye, Ralph	6707	6189-5929
McInnis, Marcellus	6709	2532-4607
Vier, William F., Jr.	6709	2532-4607
Baer, George A.	6707	6189-5929
Kautz, James R.	6709	2532-4607
Smith, Cutler	6707	6189-5929
Tucker, Preston R.	6709	2532-4607
Fraser, Mrs. Elise R.	6715	2052-5007
Yoshikane, Elaine S.	6715	2052-5007
Olson, Tamara A.	6715	2052-5007

FINANCING OPERATIONS BRANCH

Brenchley, F. D., Chief and Assistant Treas., CCC	6713	2880-4174
Madigan, Rose D., Secretary	6715	4174
Acton, Geo. H.	6754	6561
Bailey, Robert V.	6635	2085
Ballute, Adrienne C.	6717	4043
Buchanan, W. H.	6748	6569
Catlin, E.	6744	2938
Cicccone, P.	6754	6560
DeVol, H. Don	6717	4042
Giliberti, Chas. N.	6752	6561
Heflin, E.	6742	2967
Hynes, Martin J.	6758	6562
McDonough, J. W.	6742	2938-2967
Padgett, L.	6744	2967
Robinson, M. M.	6746	2967
Saunders, S.	6756	6562
Thompson, F. F.	6752	6567
Umhau, R. T.	6717	4043
Wadborg, Florence	6635	2085

WASHINGTON FIELD OFFICEOffice of the Chief

Smallwood, John A., Chief	3104	4685
Wallis, F. E., Assistant Chief	3104	4685



#### 14-All Employees

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
Olefsky, C. W.	3104	4685
Seymour, B.	3104	4685

#### Employee Accounts Section

Ferrel, M. E., Head	3300B	6527
Kimmel, A. H., Assistant Head	3300B	2964
DeBeck, C. L.	3300B	6527
Chambers, M. V	3300B	4965
Garner, Lucile V.	3300B	6511
Cole, Frankie S.	3300B	4965
Long, Claudine D.	3300B	6511
McIntosh, Cecil C.	3300B	4965
Moss, N. Louise	3300B	4965
Reeden, Ernestine P.	3300B	6511
Walker, Irma M.	3300B	6511
Wars, Edythe E.	3300B	4965
Clark, Sue	3300B	6511
Yarborough, Edna	3300B	6511

#### Accounting Section

Dove, A. F., Head	3127	2881
Gold, M., Assistant Head	3127	2224
Devlin, William C.	3127	2186
Crockett, L.	3127	2881
Rempfer, Irene W.	3127	2186
Hayden, T.	3129	2881
Frye, Beatrice	3129	2186
Pulignano, Lillian	3129	2186

#### Examination & Claims Section

Burke, L. G., Head	3300A	4221
Anderson, Rugh	3300A	6564
Savage, Madeline R.	3300A	3550
Tolson, A.	3300A	4221
Clark, Frances K.	3300A	3550
Dishman, J.	3300A	4221
Fitz, Norine H.	3300A	6564
Miller, Nina E.	3300A	3550
Phillips, Charles E.	3300A	6564
Turner, Janet T.	3300A	6564
Washington, Florence G.	3300A	6581
Woodard, Alyce	3300A	4221
Garfield, Wanda E.	3300A	6581
Mullikin, Edward V.	3300A	4221
Davis, Clarence B.	3300A	4221
Stone, Milton	3300A	4221
Carpenter, Jonnie	3300A	6581





15-All Employees

DENVER FIELD OFFICE

NAME

Office of the Chief

Harvey, J. W., Jr., Chief  
Hiser, C. R., Assistant Chief  
Donlin, Mary C.  
Keys, Ferne A.

Accounting Section

Williams, Wm. M., Jr., Head  
Potter, Lois E.  
Stewart, Nettie O.  
Marshall, Beatrice I.  
DeVinney, Mabel C.  
Pietsch, Mary A.

Employee Accounts Section

Lett, Blanche, Head  
Darling, Frances L.  
Stanford, Alice L.  
Graves, Marcene F.  
Walthall, Mildred  
Atkinson, Elvina G.  
Myers, Marjory  
Messenger, Mary E.  
Hilton, Viola M.  
Evans, Aileen H.  
Dye, Virginia M.  
Penny, Waunita E.  
Carson, Elizabeth  
Jones, A. Marie  
Ware, Charlene  
Jacobson, Bernice  
Hansen, Norma L.  
Evans, Alma D.  
Lewis, Kathleen K.  
Henderson, E. Louise  
Carroll, Esther H.

Examination & Claims Section

Crandell, Samuel T., Head  
Dudley, Bertie A.  
Schlick, Harry J.  
Piland, Marguerite C.  
Cochran, Harold W.  
Osborn, Charlotte L.  
Wilson, Berniece K.  
Mefford, Thera M.



16-All Employees

NAME

Gifford, Bernice C.  
Smith, Leland R.  
Creech, Agnes B.  
Kobernus, Lillian A.  
Lesage, Elizabeth





